



Natural Resources Conservation Service  
655 Parfet Street  
Lakewood, CO 80215

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VIA ELECTRONIC MAIL

**COLORADO BULLETIN NO.:** CO-120-07-03

Date: April 20, 2007

**SUBJECT:** ADS – Procurement Needs

**TO:** All Employees

**PURPOSE:** To request that the Areas submit their procurement needs.

**EXPIRATION DATE:** September 30, 2007

**ACTION REQUIRED BY:** May 9, 2007

File Code: 120-08

We have a few dollars left in our equipment budget this year. In order to prioritize expenditures, please provide the following information:

Employees should submit requests for equipment, Information Technology (IT), and/or furniture \$500 and over to their supervisor. Please use the AD-700, Procurement Request, to submit all of your requests and provide a clear justification for each purchase. Purchase requests not on an AD-700 will be returned to the requestor. Also, prioritize the items into the following categories and indicate such on each request:

- Priority 1 (Critical) = I cannot do the job without this item.
- Priority 2 (Semi-Critical) = I need the item and it would make my job easier and faster, but can survive without it.
- Priority 3 (Desired) = the item would be nice to have; wish list item.

Area Conservationists or Principal Staff must approve or disapprove the purchase request and forward all approved purchase requests to Bethany Mills, Contract Specialist, in the State office by **May 9, 2007**. You may need to add to the justification or change the priority. Purchase requests will be catalogued and the requisitioners will receive notification when the purchase request is received, when the purchase request is approved or disapproved, and when the purchase is made.

As always, any IT-related requests will be routed to the State Administrative Officer (SAO) for approval for the purchase. Audio-visual requests (digital cameras, digital projectors) will be routed to the Public Affairs Officer (PAO) for concurrence.



A first round buy will occur sometime in early June. Financial Management is requesting all purchases to be completed, received, and reconciled by the end of the fiscal year. The items not purchased will stay on the list for the end of the fiscal year. Purchase requests that are not filled by the end of the fiscal year will be returned to the requisitioner with a justification for the disapproval. It is very unlikely that Priority 3 items will be purchased this year. Priority 1 items need to have a **strong** justification.

If you have any questions regarding these instructions, please contact Bethany Mills at 720-544-2826.

Randy Randall for

ALLEN GREEN  
State Conservationist

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